



## **TOWN OF DAVIE NON-REPRESENTED BENEFITS**

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### **Vacation Leave:**

- Less than 5 years of service - accrue 3.08 hours biweekly or 10 days per year
- 5 - 9 years of service - accrue 4.62 hours biweekly or 15 days per year
- Completion of 10 years of service - accrue 6.15 hours biweekly or 20 days per year

### **Holidays:**

Designated on or before 9/30 each year by Town Council for non-represented employees (per Ordinance 94-1 and 94-2 and R 94- 250)

FY '02-03 = 11 1/2 holidays

### **Sick Leave:**

3.69 hours biweekly or 12 days per year (1 day per month)

### **Executive Days**

(As outlined in Administrative Policy #01.001/R2)

#### **120 hours ( or 15 days)**

Town Administrator  
Police Chief

#### **112 hours (or 14 days)**

Department Directors  
Fire Chief, Programs  
Administrator, Public  
Works/Capital Projects  
Manager, Town Clerk

#### **96 hours (or 12 days)**

Assistant Department Directors &  
listed employees: Assistant  
Human Resources Director,  
Assistant Police Chief, Assistant  
Town Clerk, Deputy Budget &  
Finance Director, Deputy Fire  
Chief, Housing & Community  
Development Director, Town  
Engineer

#### **64 hours ( or 8 days)**

Redevelopment  
Administrator

#### **56 hours (or 7 days)**

Other designated management &  
support staff: Assistant Town  
Engineer, Economic Development  
Manager, Executive Assistant to  
the Town Administrator, Human  
Resources Analyst, Planning &  
Zoning Manager, Public Relations  
Coordinator, Risk Manager

#### **32 hours (or 4 days)**

Planning Supervisor, Project  
Manager

**Leave Accumulation Caps:**

- Vacation - 80 hours per year (see Ordinance 93-24 and 95-19 for details)
- Sick - 1040 hours per year

**Medical and Dental Insurance:**

Employees are given a choice of 2 plans Medical: Unitedhealthcare EPO or PPO,

Dental: Compdent DMO or PPO:

Employee has choice of one of two plans:

100% single coverage for medical and dental and/or 50% coverage for dependent coverage

**Short Term Disability:**

60% of weekly salary up to \$250.00 each week for 11 weeks

**Long Term Disability:**

40% of earnings to a maximum of \$1,333. Employee has the opportunity to increase long term disability coverage to 50% or 60% of earnings.

**Life Insurance/AD&D:**

\$75,000 Executive

\$40,000 Managerial /General

Plus employees may purchase additional insurance (equal to one, two, or three times their annual base pay) and dependent insurance

**Pension:**

Defined Benefit Plan (See attached Summary Plan Description)

**Tuition Reimbursement:**

Employees are encouraged to continue their self-development in whatever field they may be employed. Regular full-time employees who wish to take college courses after work hours may be able to have the educational expenses for such courses reimbursed. Educational expenses include tuition and fees which if not paid would preclude the employee from taking the college course. It is the policy of the town to pay eighty percent (80%) of the educational expenses paid, up to a maximum of \$3,500 per fiscal year for no more than two (2) courses per semester, for reimbursement of educational expenses for college courses where the course is closely related to the work being performed by the employee, and when there is a reasonable indication that the course will help the employee render better performance to the town; provided the employee receives a grade of "C" or better for the course and other funds such as grants [Florida Resident Access Grant (FRAG) and all others], scholarships, fellowships, or GI bill funds are not available from which such educational expenses may be paid. If the course is presented on a "pass/fail" basis, the employee must receive a grade of "pass" to be eligible for reimbursement. Pursuant to policies and procedures promulgated by the Town Administrator, an employee wishing to apply for educational expenses payment should submit his/her request in writing to his/her department director. The request should contain information as to the nature of the course, its length, and cost of educational expenses. If the department director feels that the course meets the criteria for payment, they will submit the request to the town administrator or designee with recommendation for approval. When the

course is completed, a copy of the certificate or transcript received showing completing of it should be furnished to the department director. After review, the department director will forward it to the town administrator or designee for approval and to be placed in the employee's personnel file, at which time reimbursement will take place.

The town administrator or designee may require an employee who voluntarily resigns or who is terminated to reimburse the town for educational expenses if the employee has not completed two (2) years of paid continuous service after the course was completed. In making the determination whether or not to require reimbursement, the town administrator or designee shall consider criteria, including, but not limited to, length of continuous service, performance appraisal record, and reason(s) for leaving town employment.

**Service Awards:**

	<u><b>Full-time</b></u>	<u><b>Part-time</b></u>
• Upon completion of 5 years -	\$100 cash	\$50 cash
• Upon completion of 10 years -	\$250 cash	\$125 cash
• Upon completion of 15 years -	\$350 cash	\$175 cash
• Upon completion of 20 years -	\$500 cash	\$250 cash
• Given thereafter in increments of 5 years up to 50 years of service increase by \$50.00 increments		

**Car Allowance:**

Car Allowance provided as approved by the Town Administrator.

Revised 2/10/2004